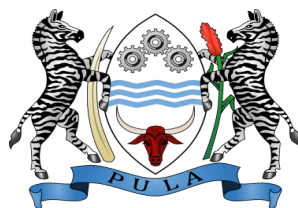


TELEPHONE: 398 2700
FAX: 391 3413
TELEGRAMS: MEDSTORES
TELEX: 2715 PHARM BD



Republic of Botswana

MINISTRY OF HEALTH
CENTRAL MEDICAL STORES
P. O. BOX 639
GABORONE

..REF: (insert LOC number – system generated)

(Insert date)

(insert Supplier physical & postal address)

(insert Supplier telephone, fax and email address)

Dear Sir

LETTER OF COMMITMENT [LOC]

SUPPLY OF PRODUCTS

Request is made to supply Central Medical Stores with the product(s) listed on the table below:

Code	Description	Pack Size	Quantity	Unit Price	Currency	Total BWP equivalent	Tender Number	Contract Number	Expected Delivery Date
CIN001001	STUGERON-Cinnarizine 25mg Tablets, 50's	Pack	7200	270.41	ZAR	unitprce * qTY	RFQ 06.010.2023-24		22/09/2023
LEV009013	LEVOMAC 250-Levofloxacin 250mg Tablets, 5's	Pack	720	12.65	USD		RFQ 06.010.2023-24		10/11/2023
RAB001004	SERUM-Rabies Vaccine , 1 Dose/Vial, 1Vial	Vial	20160	12	USD		RFQ 06.010.2023-24		27/10/2023
					total	Sum of all above			

1. This Letter of Commitment (LOC) serves to indicate the quantities of products requested to be supplied by your company as per the given supply plan. Where applicable, please note that the quantities of unregistered products requested in this letter will become valid for supply, only upon grant of an Exemption by BoMRA. Please start the applying for the exemption, ordering/manufacturing processes on time, as non-adherence to the stipulated Expected Delivery Dates (EDD) indicated in the above table may result in cancellation of this LOC and or invocation of the penalties as applicable.

2. Any change or cancellation requests for items on this LOC must be notified within 30 days from date of this LOC using the Change Request Form (Appendix-1). The form must be submitted to the responsible Class Head for CMS to initiate emergency procurement decisions on time to prevent acute shortages and stock out of healthcare products.

3. Please inform CMS of the stock that is to be delivered through a Proforma-Invoice **at least 3 weeks before the EDD** to be given a Government Purchase Order (GPO) for the informed quantity. The GPO will be generated **within 7 working days** from the date of submission of the Proforma-Invoice. The submitted Proforma-Invoice must be signed and stamped with the following product details:

Tender No	LoC No	CMS Code	Item Description	Pack size	Quantity to be delivered	Manufacturing Date	Expiry Date

4. You are requested to **book for the delivery of goods at least 2 weeks before the EDD**. The GPO once generated will only be valid for a period of fourteen (14) working days. Failure to deliver within 14 working days without valid reasons may result in outright cancellation of the GPO and appropriate measures would be taken to penalize your company for non-performance.

5. "On time delivery in full" conforming to the specified quality is the Key Performance Indicator (KPI) that will be used to evaluate Supplier Performance. Performance will be evaluated upon completion of each order line and at the end of the third quarter in each financial year for all orders due. Supplier Relationship Management (SRM) meetings would be held for consultations and deciding on suitable course of actions for unsatisfactory performance before submission of recommendations and End of Activity Reports (EOAR) to the Board as applicable.

The following is the supply plan for your deliveries calculated based on the minimum order quantity and lead times specified in your bid submission:

CMS Code	Items Description	First Consignment		Second Consignment	
		Quantity	Date	Quantity	Date
CIN001001	STUGERON-Cinnarizine 25mg Tablets, 50's	7200	22/09/2023		
LEV009013	LEVOMAC 250-Levofloxacin 250mg Tablets, 5's	720	10/11/2023		

RAB001004	SERUM-Rabies Vaccine , 1 Dose/Vial, 1Vial	20160	27/10/2023		
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(More frequent deliveries might be requested for bulky space occupying products considering the stated minimum order quantity)

Thank you.

Yours faithfully,

(insert name of signatory)

Director, Central Medical Stores